Seat Match (Job Match)

This action allows HQ Air Force Recruiting Service (AFRS) to reserve a job for an applicant based on the applicant's qualifications, job desires, and departure availability dates. This information may already be loaded into AFRISS by Recruiting Service (RS) representatives and merged with MiIPDS creating an environment allowing for the Seat Match to occur. The actual search for and reserving of a job with a Projected Enlistment Active Duty (EAD) date will occur within the parameters of the MiIPDS system upon the completion of the reservation action, the newly defined information will merge with the applicant's AFRISS record.

Responsibility

HQ AFRS Job Bank, all RS Group Operation Branches, all RS Squadron Operation Branches, and **all RS MEPS** will carry the responsibilities and privileges of **running Seat Match.**

Navigation Paths

Select **Seat Match** and **click** the **Open** button. The **Job Match Form** window will appear.

Update Procedures

- **Type** the member's **SSN** in the **SSAN** field and **click** the **Request** button. At a minimum, the **Name** field will populate and the RIC will be displayed along the top line of the Job Match window.

Note: If the Current Reservation held is filled, the selected applicant already holds a *job reservation. New applicants: The Current Reservation field should be blank.*

- **Type** the **applicant's available dates** in the **Available From** and **Available To** fields if necessary.

- **Type** the **applicant's AFSC Preferences** in the **AFSC Preferences** fields if necessary.

Options include matching the applicant, based on the information supplied, or to check to see if the applicant is qualified for the selected AFSCs by clicking on the little **Question Mark** icon next to the AFSC fields.

Matching without Reserving: Insure the **AFSC Preferences** are blanked out. Select **AI&GTEP, GTEP only,** or **Al only** options based on your or the applicant's desires. Click the Match button. If your first match is under the **AI and GTEP** query, the other queries can be accomplished by just selecting those radio button queries. The bottom fields will populate with available AFSCs, the amount of seats available, any Options associated to the AFSC, and the projected EAD of the AFSC.

Reserving from a Matched Job Choice: From the list of **matched job** choices, scroll to the AFSC you desire and it will auto highlight. Click the **Reserve** button to activate the reservation action. Once completed, the **Current Reservation** data field will populate with the reserved job information.

- **Automated Reserving.** Under **AFSC Preferences,** starting with the **first** field, **type** the desired **AFSC.**

Note: It is not mandatory for all four fields to be utilized

- The **Aptitude Preference** fields are optional. Using the drop-down arrows, place the preference information in the applicant's order of preference. If you do not wish to see **Aptitude Preferences,** select **none** from each field. **Click** the **Match** button and the system will run a search on the selected **AFSC/Aptitude choices.** If a match is found within the job and availability parameters, the job is reserved with the pertinent information populating the **Job Reservation** fields. A failure to find any of the choices will cause the bottom Match fields to populate with other possible job choices. Should this occur, refer back to the **Reserving from a Matched Job Choice** section.

- **Validating an applicant's qualifications versus any** AFSC can be accomplished even while an applicant is reserved. Request the applicant you wish to check. The **Job Match** window will populate with the applicant and their reservation information. Enter an **AFSC** into one of the **AFSC Preference** fields. Click on the little **Question Mark** icon next to that AFSC. A blank **Qualification Window** indicates a qualified applicant to that AFSC. Otherwise the **Qualifications Window** will display a listing of reasons as to why the applicant is not qualified for that AFSC.

Miscellaneous

When running a Job Match, the displayed job possibilities will only be of those jobs meeting the applicant's availability and qualification parameters. The system is also designed to show only those early available jobs in the applicant's availability window. If there are multiple classes available within an applicant's window, only the one nearest to the applicant's Available From date is shown. Requesting a new applicant requires clearing the record to reactivate the Request button.